

**ARIZONA NATIONAL GUARD
HUMAN RESOURCES OFFICE
Administrative Instruction**

Number 06-01

Effective date
26 Jan 06

**SELECTION BOARDS
for AGR and Technician position selections**

1. This instruction applies to all Arizona Army and Air National Guard AGR and federal technician (dual status and non-dual status) employee position selection boards.
2. The Adjutant General of Arizona delegates authority to the HRO to direct appointment and conduct of the Selection Boards. The Adjutant General reserves the authority to hold specific boards at the State level.
3. The purpose of convening a selection board is to create an unbiased panel to fairly and thoroughly examine each applicant's credentials. The selection board will determine the "best qualified" applicant for the vacancy and make a recommendation to the selecting official. This instruction does not apply to certification packages where no board is required (i.e. one applicant per position). HRO may delegate the authority to HRO Remotes to administer this instruction or parts thereof on behalf of the HRO.
4. As a minimum, selection boards are composed as follows:
 - a. Three appointed members who are equal or senior in grade, rank, or duty position to all applicants considered. In addition, a non-voting recorder (any grade) may be appointed to maintain a record of board actions.
 - b. Selection board may include full time AGR or technician personnel, traditional guard members, and civilian employees. All members must be of equal or greater grade or rank (or equivalent) than the position being considered.
 - c. Prior to conducting interviews, a Request for Certification of Board Membership, HRO Form 11 (Attachment 1) will be submitted to the Human Resources Office (HRO) to verify all board members have completed the HRO Interview Class **within the past three years**. Individuals who have not completed the interview class or who are not current must complete the requirement prior to interviews being conducted, or alternate board members named who meet the requirement. Refer to the HRO website www.azguard.gov/hro for more information on the interview course.

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d. The senior voting member of the board is determined by military rank or civilian grade and will serve as the board president. Where military and civilian seniority conflicts exist, the nominating official will determine the senior member.

e. Family members of applicants being considered will not serve as a board member or recorder. "Family member" is defined as father, mother, brother, sister, child, spouse, nephew, niece, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, step father/mother, step son/daughter, step-brother/sister, or half-brother/sister, and first cousin.

f. If applicants name a potential board member as a personal reference, excluding immediate supervisors, that individual will not be able to be on the board. Requests for exceptions must be approved by HRO, however, nominating officials will make every effort to avoid the perception of a conflict of interest when determining board membership.

g. Boards which consider female and/or minority applicants must include such representation or document why this was not possible. Documentation will accompany the Request for Certification of Board Membership submitted to HRO.

h. Boards considering applicants for JAG, Chaplain, or Medical positions will have at least one board member from the branch being considered.

i. Boards considering applicants for recruiting and retention positions will have at least one board member from the recruiting and retention force.

j. Static boards with a fixed membership will not be established.

5. The Selecting Official must provide the proposed interview questions and application matrix to HRO prior to receiving the selection package. Selection packages will not be released until this condition is met. Selection packages will consist of the following documents:

- a. Request for Certification of Board Membership, HRO Form 11 (Attachment 1)
- b. Memorandum of Placement Instructions (AGR - Attachment 2, technician – Attachment 3)
- c. Approved Interview/Application Matrix
- d. Applications with attached documents/forms
- e. Referral and Selection Register AZNG Form 335-5-R
- f. AZNG Equal Employment Certification AZNG Form 335-6-R
- g. AZNG HRO Interview Summary Score Sheet

- h. Two copies of the Vacancy Announcements
- i. Confidentiality Statement, HRO Form 10 (Attachment 4)

6. Conduct of selection boards. The board will convene on the call of the president. Each board member will keep in mind the values of the Arizona National Guard to ensure and maintain equal opportunity, integrity, and fairness. The Board President will conduct the board as follows:

- a. Conduct all proceedings in closed session IAW the HRO Interview Course Instructions.
- b. All applicants will be asked the same question(s) by the same board member.
- c. Determine “best qualified” for the position using the following minimum criteria:

- (1) Personal interview and application review
- (2) Military education and experience in career field
- (3) Experience in the military (i.e. AFSC, SMOS, AMOS, ASI, SQI, etc.)
- (4) Civilian education (high school graduate, college graduate, type of degree, etc)
- (5) Civilian occupation and experience relevant to the position
- (6) Military Performance evaluations, required for Army National Guard AGR selections

d. Confidentiality of the board actions is mandatory, including the selection or non-selection of an applicant. All board members will sign a confidentiality statement (Attachment 3) agreeing not to discuss the board proceedings except with the HRO AGR or Staffing section personnel or other appropriate personnel in the event a grievance is filed. The proceedings or any other matters relating to a specific hiring package will not be discussed or disclosed by the board members to any individual at any time, except as indicated below:

- (1) Other duly appointed board members
- (2) The Adjutant General or Assistant Adjutant General
- (3) The Human Resources Officer
- (4) The Inspector General as part of an inquiry
- (5) The State Judge Advocate Officer (JAG) as part of an inquiry

- (6) The State Equal Employment Opportunity (EEO) Manager as part of an inquiry
- (7) Union officials as part of an inquiry
- (8) Need to know (i.e., nominating official, selecting official, Army Chief of Staff, etc.)

e. Tally the points awarded to each applicant on the AZNG HRO Interview Summary Score sheet. Using this consolidated sheet, the board will establish an order of merit listing (OML), ranking the top five applicants as “best qualified” from the highest to the lowest. The person selected is the applicant with the highest total score unless there is a valid reason for non-selection approved by HRO. The remaining candidates are rated as non-selected.

f. The Selecting Official will complete the Referral and Selection Register. Selection from the register (completion of the selection board) must be made **within 10 workdays** after receipt of the selection package. If there is an unavoidable delay, the Selecting Supervisor or designated representative will submit request for extension in writing to HRO with justification; emails will be accepted.

g. Upon completion of the board proceedings, the selecting supervisor must complete and return the following to HRO **within 25 days of closing date of announcement in order for HRO to notify applicants within 30 days that a selection has been made:**

- (1) Referral and Selection Register AZNG Form 335-5-R.
- (2) AZNG HRO Interview Summary Score Sheet AZNG 335-7-R.
- (3) AZNG Equal Employment Certification AZNG Form 335-6-R.
- (4) All applications, including attachments.
- (5) Memorandum of Placement Instructions.
- (6) All original interview documentation, notes and records of board proceedings.
- (7) Original select/non-select letters with envelopes. HRO will mail these once the package is approved.
- (8) Confidentiality Statement, HRO Form 10.

h. No promise of accession will be made to any applicant until HRO reviews the documents and approves the proceedings of the board. Upon approval, the selecting official will be contacted by HRO for official notification.

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- i. Once HRO approves the board proceedings, the letters of selection / non-selection will be mailed out by the HRO.
 - j. The selectee will not report for duty until they receive AGR orders or a letter of instruction for new technician hire orientation from HRO.
 - k. Records of all board proceedings and substantiating paperwork will be maintained on file in HRO for three years.
 - l. Where the provisions of local negotiated agreements are different from the provisions of this instruction, the negotiated provisions will take precedence.
7. For questions or comments regarding for these instructions, contact the HRO AGR Office or the HRO Staffing Office.

// SIGNED//
DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General

REQUEST FOR CERTIFICATION OF BOARD MEMBERSHIP

I request the following individuals be certified as qualified to convene a hiring board for Announcement # _____.

President: _____

Board Member _____

Board Member _____

Alternate Board Member _____

(If one of the three board members can not sit on board)

Recorder (Optional) _____

Qualified by HRO (Initials of HRO Staffing)

	Qualified	Not Qualified	Initials
President:	()	()	_____
Board Member:	()	()	_____
Board Member:	()	()	_____
Board Member:	()	()	_____

AGR SELECTION BOARD INSTRUCTIONS

1. A command level 0-6 or higher, commensurate with the position being boarded, will appoint the selection board as an additional duty appointment (sample enclosed). Include name, rank, and date of rank.
2. The selecting official may either direct that the position be re-announced or conduct interviews when the number of applicants is two or less. If interviews are conducted, the selecting official is not obligated to make a selection and may still choose to re-announce the position. If there is only one applicant, the selecting official has the option to select without interview.
2. Selection Boards will be composed of not less than three members who are senior in grade and date of rank to the applicants considered. A recorder may be present but is not required. The board president will be the senior soldier on the board. Boards considering enlisted, minority, and female applicants will have such representation on the board where reasonably possible. The majority of board members will be full-time support personnel. All members and the recorder, if used, must have attended Interview Course conducted by HRO to be eligible to participate in the selection process.
3. The selection board will:
 - a. Review regulations dealing with selection of AGR soldiers (NGR 600-5, AR 135-18).
 - b. Review qualifications of applicants.
 - c. Interview applicants. All applicants must be interviewed in person when possible, or by telephone when distance does not permit.
4. Applicants who have not completed EEO questionnaire to determine their race or national origin will be given the opportunity to do so, but will not be under any pressure to do so.
5. If the selection results in a PCS obligation, the unit must coordinate with the AGR Section promptly.
6. When a selectee requires a physical, arrangements will be made through the AGR Office. The physical must be completed prior to final approval by the OTAG.
7. IAW AR 135-18, eligible applicants must be within height and weight standards of AR 600-9. As a minimum, the height and weight of the selectee will be verified and certified as in compliance with AR 600-9, at the prescreening in the packets at the AGR office. If weight standards are exceeded, the individual will be ineligible for consideration.
8. Upon completion of the board, the following will be forwarded to the AGR Section, ATTN: AZAA-HR-A: Applications, selection board packet, a copy of the interview questions and selection board proceedings, and selected, non selected letters. The selecting official **must** include the **original letters to the selectee/non-selectees with the envelope addressed to the appropriate individuals. DO NOT MAIL!** The AGR office will mail all letters.
9. The AGR office is the only office authorized to notify the selectee/non selectee, **the original letters in the board packet prepared by the selecting official will be mailed by the AGR office, this will include those non-selected**, failure to follow these instructions, will invalidate the board.
10. The unit will assign a sponsor to the soldier selected immediately upon approval of the selection.

PLACEMENT INSTRUCTIONS FOR THREE OR MORE APPLICANTS

AZAA-HR-S

Date

MEMORANDUM FOR (Unit)

SUBJECT: Placement Instructions for Three or More Applicants

1. Attached is the Register of Eligibles (AZNG Form 335-5-R), EEO certification (AZNG Form 335-6-R), and the checklist for vacancy announcement No. _____, the application for position _____.

2. The Selecting Supervisor will afford each candidate a personal interview. Your selection package contains two or more applicants, therefore you must convene a selecting board of three qualified members IAW the Merit Placement Plan, DEMA Directive 25-6, dated 1 October 1998 and all applicable TAG-approved changes. If an applicant is unable to be present for a personal interview because of distance or other extenuating circumstances, a telephonic interview is appropriate; non-availability of an applicant for immediate interview is not a basis for non-consideration. The selecting official is required to document attempts to contact candidates and must provide this documentation to the HRO for all candidates not interviewed due to the applicant's non-availability. Prior to conducting interviews, candidates must be informed that the Selectee will be subject to the customary suitability checks and investigative requirements based on the nature of the duties prior to placement. REMINDER: All persons conducting interviews or any person involved in assisting with conducting an interview of candidates for a military technician vacancy will be required to have attended the HRO Interview Course in the past three years.

3. Selection from the register must be made within 10 workdays after receipt. Written justification for your selection is not required; however in the event of any inquiry, grievance, or appeal based on alleged discrimination or procedural violation of the Merit Placement Plan, you will be required to establish your selection as having been made solely on the basis of the Selectee being the best qualified applicant and in compliance with the Merit Placement Plan.

4. On AZNG Form 335-5-R, the selecting supervisor will annotate the name of the selected candidate and the proposed start date. **The selecting official will also annotate the proper information regarding the individual's compatibility.** The selection package will then be presented to the nominating official for approval of the selection. The AZNG Form 335-6-R (Equal Employment Certification) must be certified by the appropriate ARNG Nominating Official/ANG Commander to indicate that the EEO principles/policies were complied with in making this selection. **The entire selection package (including all interview rating criteria and scores) will then be returned to HRO not later than ten working days prior to the proposed effective date of the action.**

5. No promise of accession will be made to any applicant until HRO approves the proceedings of the board. Upon approval, the selecting official will be contacted by HRO for official notification. Once HRO approves the board proceedings, the letter of selection or a letter of non-selection will be sent out by the HRO. The selectee will not report for duty until they receive orders or a letter of instruction for new hire orientation from HRO.

6. IAW NGR 600-25/ANGI 36-102 dated 31 March 1995, all selections will comply with the NGB Military Compatibility Criteria Listing prior to returning the selection package to HRO. If the duty AFSC/MOS/AOC of the Selectee is incompatible with the technician position, this office is unable to place the Selectee until a compatible military assignment has been made. You must provide the HRO with evidence of the selected individual's compatibility. Further, IAW the above referenced regulation/instruction and NGB TPR 302-7, paragraph 7-9, **grade inversion will not be authorized** and any Selectee whose appointment will cause grade inversion cannot be placed.

SUSAN E. WILSON
Staffing Specialist

PLACEMENT INSTRUCTIONS FOR TWO APPLICANTS

AZAA-HR-S

Date

MEMORANDUM FOR (Unit)

SUBJECT: Placement Instructions for Less Than Three Applicants

1. Attached is the Register of Eligibles (AZNG Form 335-5-R), EEO certification (AZNG Form 335-6-R), and the checklist for vacancy announcement No. _____, the application for position, _____.
2. Your selection package contains two qualified candidates. When there are not more than three qualified candidates, **the selecting supervisor may conduct a formal interview and select from these candidates OR request that the vacancy be re-announced.** If the selecting supervisor requests to re-announce the position it will be documented in an official memorandum and returned to the HRO with the selection package. Non-availability of the applicant for immediate interview is not a basis for non-consideration. The selecting official is required to document attempts to contact the candidate and must provide this documentation to the HRO for the candidate not interviewed due to the applicant's non-availability. Prior to conducting interviews, the candidate must be informed that the Selectee will be subject to the customary suitability checks and investigative requirements based on the nature of the duties prior to placement. REMINDER: All persons conducting interviews or any person involved in assisting with conducting an interview of candidates for a military technician vacancy will be required to have attended the HRO Interview Course within the past three years.
3. Selection from the register must be made within 10 workdays after receipt. Written justification for your selection is not required; however in the event of any inquiry, grievance, or appeal based on alleged discrimination or procedural violation of the Merit Placement Plan, you will be required to establish your selection as having been made solely on the basis of the selectee being the best qualified applicant and in compliance with the Merit Placement Plan.
4. On AZNG Form 335-5-R, the selecting supervisor will annotate the name of the selected candidate and the proposed start date. The selecting official will also annotate the proper information regarding the individual's compatibility. The selection package will then be presented to the nominating official for approval of the selection. The AZNG Form 335-6-R (Equal Employment Certification) must be certified by the appropriate ARNG Nominating Official/ANG Commander to indicate that the EEO principles/policies were complied with in making this selection. **The entire selection package (including all interview rating criteria and scores) will then be returned to HRO not later than ten working days prior to the proposed effective date of the action.**
5. No promise of accession will be made to any applicant until HRO approves the proceedings of the board. Upon approval, the selecting official will be contacted by HRO for official

notification. Once HRO approves the board proceedings, the letter of selection or a letter of non-selection will be sent out by the HRO. The selectee will not report for duty until they receive orders or a letter of instruction for new hire orientation from HRO.

6. IAW NGR 600-25/ANGI 36-102 dated 31 March 1995, all selections will comply with the NGB Military Compatibility Criteria Listing prior to returning the selection package to HRO. If the duty AFSC/MOS/AOC of the selectee is incompatible with the technician position, this office is unable to place the selectee until a compatible military assignment has been made. You must provide the HRO with evidence of the selected individual's compatibility. Further, IAW the above referenced regulation/instruction and NGB TPR 302-7, paragraph 7-9, **grade inversion will not be authorized** and any selectee whose appointment will cause grade inversion cannot be placed.

SUSAN E. WILSON
Staffing Specialist

PLACEMENT INSTRUCTIONS FOR ONE APPLICANT

AZAA-HR-S

Date

MEMORANDUM FOR (Unit)

SUBJECT: Placement Instructions

1. Attached is the Register of Eligibles (AZNG Form 335-5-R), EEO certification (AZNG Form 335-6-R), and the checklist for vacancy announcement No. _____ the application for position, _____.

2. Your selection package contains one applicant. You may conduct a one-on-one interview with the applicant rather than convening a 3-person panel. If the applicant is unable to be present for a personal interview because of distance or other extenuating circumstances, a telephonic interview is appropriate. During this one-on-one interview, the selecting supervisor must inform the candidate of the position performance requirements and performance elements to be successful in the position. After the interview is conducted, the selecting supervisor may either offer or decline to offer the position to the candidate. This interview and the result of either offering or declining to offer the position will be documented in an official memorandum and returned to the HRO with the selection package. Non-availability of the applicant for immediate interview is not a basis for non-consideration. The selecting official is required to document attempts to contact the candidate and must provide this documentation to the HRO for the candidate not interviewed due to the applicant's non-availability. Prior to conducting interviews, the candidate must be informed that the selectee will be subject to the customary suitability checks and investigative requirements based on the nature of the duties prior to placement. **REMINDER:** All persons conducting interviews or any person involved in assisting with conducting an interview of candidates for a military technician vacancy will be required to have attended the HRO Interview Course within the past three years.

3. Selection from the register must be made within 10 workdays after receipt. Written justification for your selection is not required; however in the event of any inquiry, grievance, or appeal based on alleged discrimination or procedural violation of the Merit Placement Plan, you will be required to establish your selection as having been made solely on the basis of the selectee being the best qualified applicant and in compliance with the Merit Placement Plan.

4. On AZNG Form 335-5-R, the selecting supervisor will annotate the name of the selected candidate and the proposed start date. The selecting official will also annotate the proper information regarding the individual's compatibility. The selection package will then be presented to the nominating official for approval of the selection. The AZNG Form 335-6-R (Equal Employment Certification) must be certified by the appropriate ARNG Nominating Official/ANG Commander for the Adjutant General to indicate that the EEO principles/policies were complied with in making this selection. **The entire selection package (including all**

interview rating criteria and scores) will then be returned to HRO not later than ten working days prior to the proposed effective date of the action.

5. No promise of accession will be made to any applicant until HRO approves the proceedings of the board. Upon approval, the selecting official will be contacted by HRO for official notification. Once HRO approves the board proceedings, the letter of selection or a letter of non-selection will be sent out by the HRO. The selectee will not report for duty until they receive orders or a letter of instruction for new hire orientation from HRO.

6. IAW NGR 600-25/ANGI 36-102 dated 31 March 1995, all selections will comply with the NGB Military Compatibility Criteria Listing prior to returning the selection package to HRO. If the duty AFSC/MOS/AOC of the selectee is incompatible with the technician position, this office is unable to place the selectee until a compatible military assignment has been made. You must provide the HRO with evidence of the selected individual's compatibility. Further, IAW the above referenced regulation/instruction and NGB TPR 302-7, paragraph 7-9, **grade inversion will not be authorized** and any selectee whose appointment will cause grade inversion can not be placed.

SUSAN E. WILSON
Staffing Specialist

**CONFIDENTIALITY STATEMENT
FOR
BOARD MEMBERS AND INTERVIEWING OFFICIALS**

I understand that my role today is to participate in an interview process as instructed by the person in charge.

With my signature below, I agree that all information reviewed or discussed during the interview process will be kept confidential. I agree that I will not discuss this information with anyone other than the selecting official, interviewing/nominating official, an HRO representative, official inquiry personnel, or the TAG. Failure to maintain this confidentiality may result in discipline.

BOARD MEMBERS:

_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
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_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
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_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
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RECORDER IF USED:

_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
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